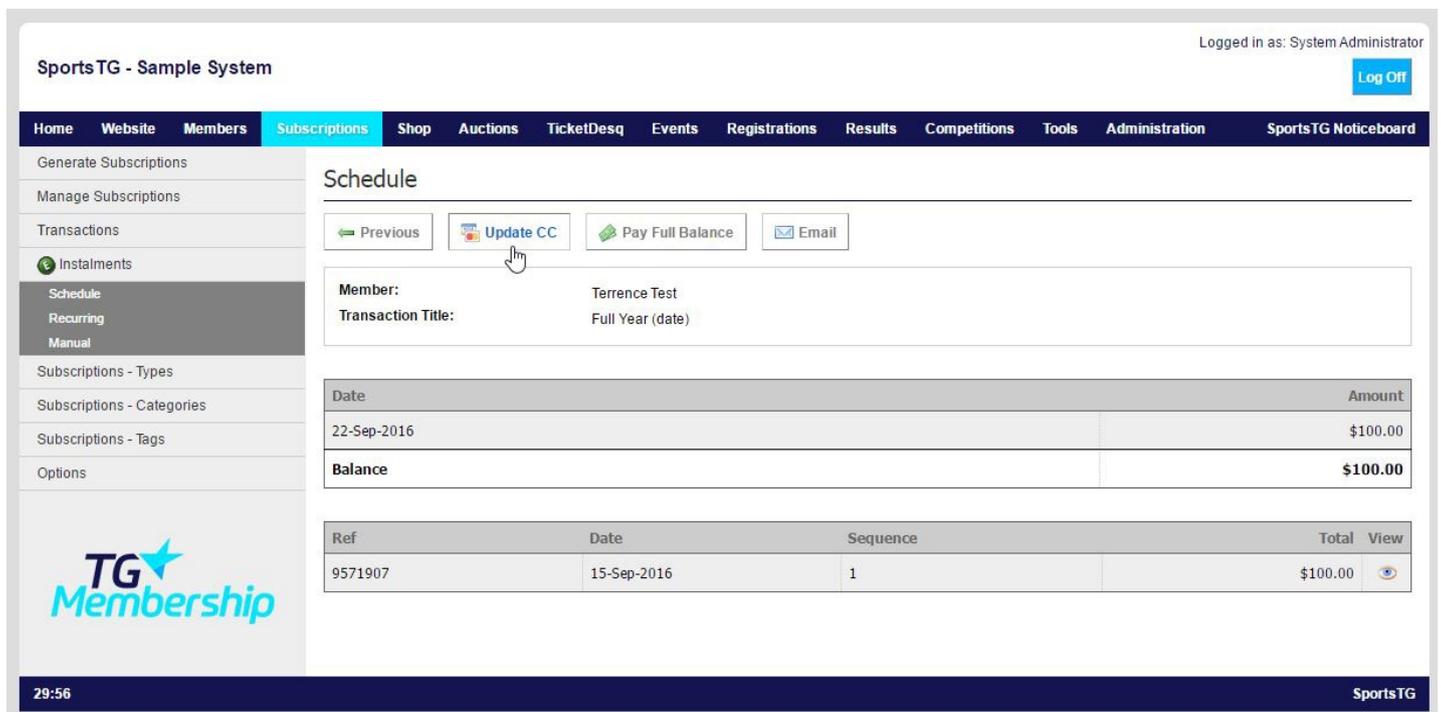


# Updating a Credit Card for Scheduled Instalments

Last Modified on 15/09/2016 3:27 pm AEST

## Quick Steps: Subscriptions > Instalments > Schedule

1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.
2. Select **Schedule** from the expanded left menu.
3. Search for the member you wish to update using either their Last Name or Instalment ID.
4. Click **View** next to the member's name, then click **Update CC**.



SportsTG - Sample System Logged in as: System Administrator [Log Off](#)

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Generate Subscriptions  
Manage Subscriptions  
Transactions  
Instalments  
**Schedule**  
Recurring  
Manual  
Subscriptions - Types  
Subscriptions - Categories  
Subscriptions - Tags  
Options

### Schedule

[Previous](#) [Update CC](#) [Pay Full Balance](#) [Email](#)

**Member:** Terrence Test  
**Transaction Title:** Full Year (date)

Date	Amount
22-Sep-2016	\$100.00
<b>Balance</b>	<b>\$100.00</b>

Ref	Date	Sequence	Total	View
9571907	15-Sep-2016	1	\$100.00	

29:56 SportsTG

5. Enter the Card Number, Expiry Date and CCV number.

Please Note: You do not need to enter the card type as the system will automatically recognise this based on the number.

6. Click **Update CC** to update the information.

**Note:** In updating the card details a \$1.00 charge will be placed on the members card. After a period of 3 seconds this payment will then be reversed. Please be patient in waiting for this delay and ensure members are informed of the reversed charge. Once

the charge/refund has gone through, all future payments will be taken from the new card.

## **Related Articles**

[template("related")]

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